



HARVARD UNIVERSITY

1. Company website:
 - a. <https://www.harvard.edu/>
 - b. <https://hr.harvard.edu/jobs> (likely want to direct folks here)

2. Company Overview:
 - a. *Harvard University is a special place, filled with diverse, energetic, and talented people who are driven to grow and succeed. By working here, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We offer a wide range of exciting and challenging job opportunities that support our world-class academic environment. We invite you to explore the many reasons to work for Harvard: <https://hr.harvard.edu/why-harvard>*

3. Listing of any/Internship Opportunities:
 - a. Internships are listed individually by the school and/or unit.

4. Current Hiring Needs:
 - a. We have over 160 positions listed on our company website.
 - b. To apply, please visit: <https://hr.harvard.edu/jobs>

5. Potential locations (Cities/Towns) of job and internship opportunities and/or remote working:
 - a. The locations are typically listed in our position descriptions. Here are a few examples:
 - i. Cambridge
 - ii. Boston
 - iii. Off campus sites (i.e. Jamaica Plain)

6. Brief description of your company's diversity and inclusion initiatives, accolades, etc.:
 - a. *The dynamism that comes with working at Harvard is largely the result of our diversity. Here, staff, faculty, administrators, and students representing a wide range of ages, races, interests, and backgrounds come together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Please learn more here: <https://hr.harvard.edu/jobs-diversity-inclusion>*
 - b. Harvard University has been named one of America's Best Large Employer by Forbes for 2019! <https://www.forbes.com/best-large-employers/#652efa7fb3e2>

7. Brief description of company culture:

- a. *For many people, the most compelling aspect of working at Harvard is the sense of mission and community that permeates every school, department, program, and organization on campus. It's a vibrant crucible of intellectual activity, research, knowledge creation, learning, and teaching. Here, results matter and creativity flourishes. We're united by a culture that strives for excellence, but also supports us in our work. Please learn more about our mission & culture here: <https://hr.harvard.edu/our-mission-and-culture>*